

Personal / Admin Assistant

As a Personal / Admin Assistant, you will be at the heart of our business. Working alongside the Senior Management team, you will prove invaluable in helping support them with the day-to-day running of the business with administrative and secretarial work. The ideal candidate will be responsible for providing administrative support to ensure efficient operation of the business. From diary management, writing agendas and minute taking, to communicating between departments, you will be responsible for completing multi-level tasks in a professional and timely manner.

Responsibilities

- Handling and responding to correspondence including phone calls, emails and letters
- Scheduling meetings and organising diary entries
- Setting reminders for meetings, appointments and other important tasks
- Making travel and hotel arrangements
- Assisting the Marketing Coordinator in the planning attendance and organisation of conferences and other events
- Taking notes at meetings, preparing the minutes and subsequently distributing to all participants
- Liaising with other members of staff and external parties
- Preparing expense reports and maintaining a filing system
- Provide office guests with a hospitable experience
- Co-ordinating, formatting and reviewing management presentations
- Conducting research on behalf of the managers
- Organising the Senior Manager's personal commitments including travel
- Entering data, maintaining databases, and keeping records
- Run errands
- Ad hoc tasks depending on requirements at the time.

Skills

- Exceptional written and verbal communication skills
- Excellent word processing and IT skills, including knowledge of a range of software packages
- The ability to work under pressure and to tight deadlines
- Good organisational and time management skills
- The ability to research, digest, analyse and present material clearly and concisely
- Excellent interpersonal skills
- The ability to work on your own initiative
- Honesty and reliability
- Attention to detail
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines
- Discretion and an understanding of confidentiality issues

In addition, candidates for the Personal Assistant role will be required to demonstrate that they have:

- Able to work as part of a team or under your own initiative, you should be an organised, proactive individual with a professional outlook and positive attitude
- Hold to a full UK Driving Licence
- A self-motivated and positive attitude
- A willingness to learn new skills

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If you feel you have the skills, aptitude and attitude to join our team we'd love to hear from you, please send your CV to [**giorgia.paoloni@techni.co.uk**](mailto:giorgia.paoloni@techni.co.uk).